VOCA QUARTERLY REPORTING

Missouri Department of Public Safety

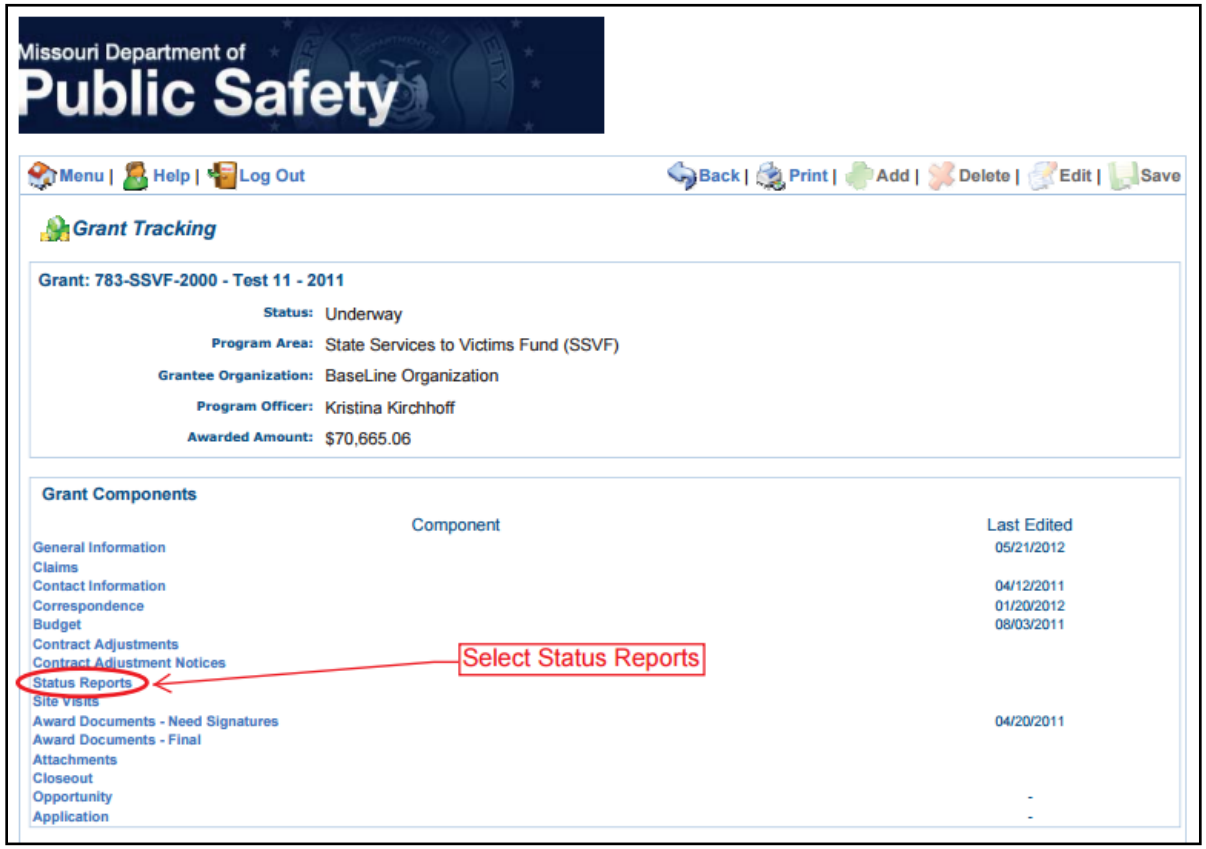
Crime Victim Services Unit

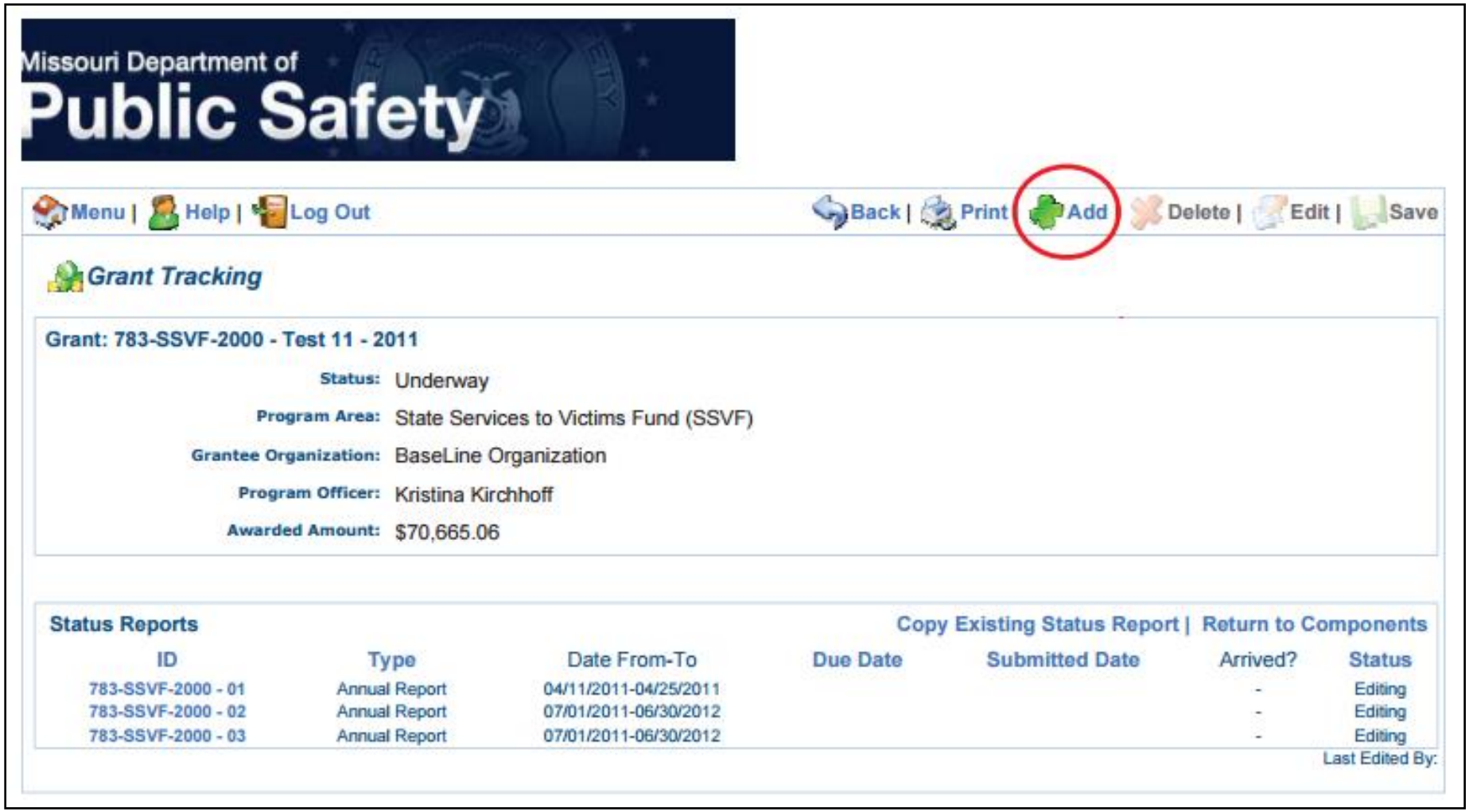
What is Changing?

- VOCA will now be reported on a quarterly basis to the federal Office for Victims of Crime.
- Four reports will be submitted through WebGrants in the Status Report section.
- The report will be completed in WebGrants, with an additional form uploaded as an attachment.
  - The form will request more detailed information regarding types of services provided during the reporting period.

How to Create a Report

- To submit the quarterly status report, access your current VOCA award in WebGrants
- Under Grant Components, select “Status Reports”





- From the top menu, select “Add” to create a new status report.

- Enter the dates of the quarter which is being reported. The first quarter is October 1, 2015-December 31, 2015.
- For Status Report Type, select “Annual Report.”
- Select “Save” from the top menu.

- Verify that the General Information section is correct
- Select “Return to Components” from the top menu

- General Information, Victims Served, Narratives, Training, Goals and Objectives sections must be and marked as complete.

- General Information must be completed and marked complete
- Victims Served must be marked complete. You do not have to fill it in.
- Narratives must have “n/a” put in each box in order to mark complete. You must fill in “n/a” in order to mark complete.
- Training must only be marked complete. You do not have to fill in training.
- **Attachments, you are required to attach the new “subgrant award report” in this section and mark complete**
- VOCA Goal and Objectives must only be marked complete. You do not have to fill it in.

Attachments

- After marking complete the General Information, Victims Served, Narratives, Training, and Goals and Objectives sections, an additional form will be uploaded as an attachment in WebGrants.
- Blank forms can be accessed on the DPS-CVSU website.
- It may be helpful to complete the form before beginning the status report in WebGrants, so it will be ready to upload.

How to Complete the Attachment

- Some new fields are required with the quarterly report.
- Please fill out as many sections as possible.
- If you are not already collecting this information, you may select “Not Reported” or “Not Tracked.”
- **Collection of this data should begin immediately.**

What Information is Required?

- Race/Ethnicity
  - A breakdown of the race/ethnicity of each victim served is to be included. This is more detailed than previous reporting.
- Gender and Age
  - The report includes sections for a breakdown of Male/Female/Other.
  - More specific age categories are to be reported.

What Information is Required?

- Types of Victimization
  - Data will be entered for more crime categories than is currently reported.
  - Per the instructions, an individual MAY be counted in more than one victimization type.
- Special Classification
  - Collect information on the specialized demographic categories as listed in the report.
  - These categories are self-reported by the victim.

Information and Referral

- Provide breakdown of number of victims served per subcategory.
- Please refer to the report to view the various categories and subcategories.
- Total number of victims served will be reported for each category.
  - Each category is further broken down into specific services

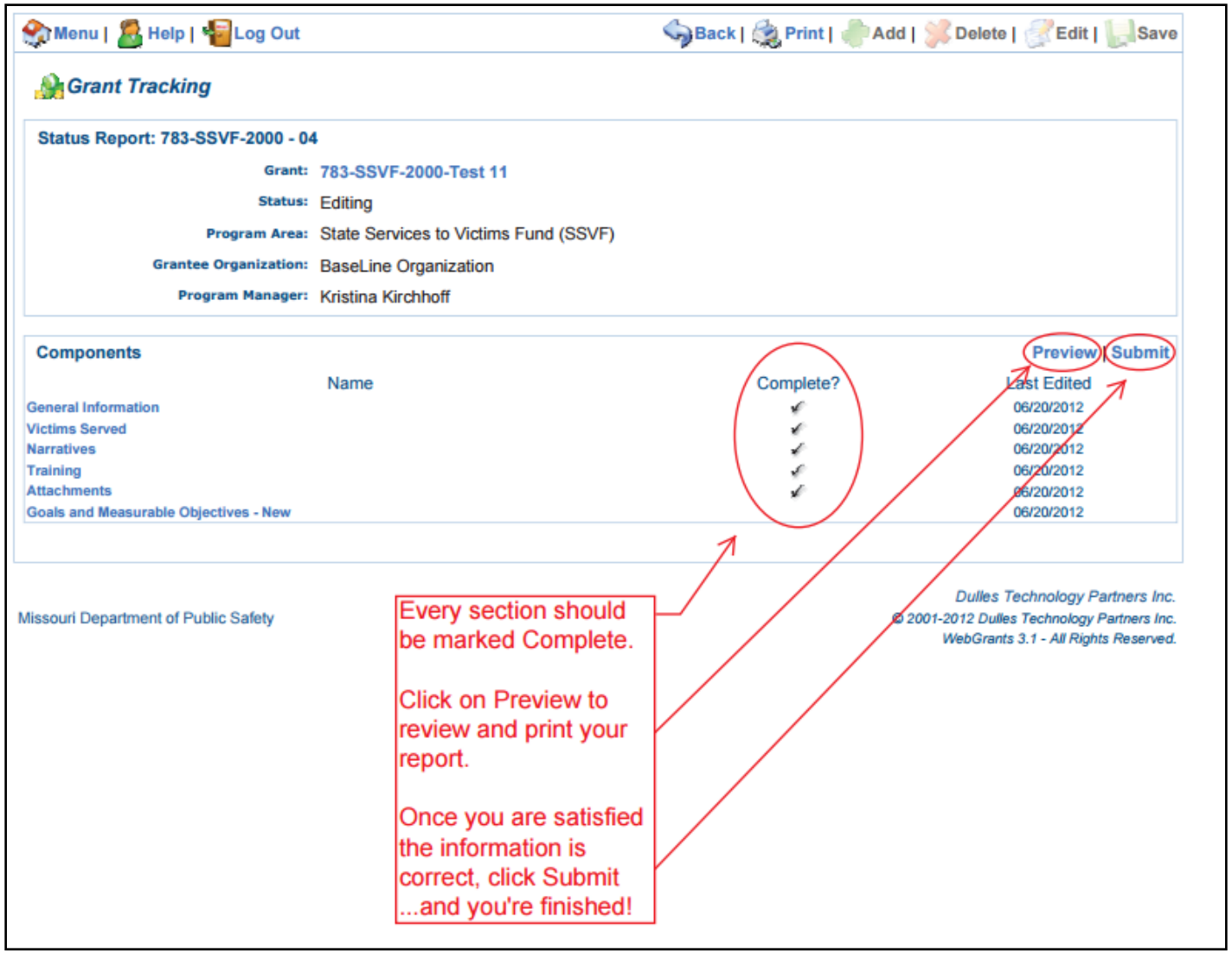
Annually Reported Outcomes

- This section will only be completed at the end of the 12-month reporting period, as of September 30.
- Report the number of service requests that were unmet during the reporting period.
- Explain the agency evaluation processes.
- Discuss issues and challenges related to providing services. This information will be similar to the narrative portion in the WebGrants report.

Upload the Completed Attachment

- Once the form is completed, it will be uploaded as an attachment to the status report.
- After uploading the attachment, completing all sections, and reviewing for accuracy, click “submit.”

- Detailed instructions for completing the WebGrants portion of the report are available on the DPS-CVSU website under the “VOCA” tab.


Menu | Help | Log Out
Back | Print | Add | Delete | Edit | Save
Grant Tracking
Status Report: 783-SSVF-2000 - 04
Grant: 783-SSVF-2000-Test 11
Status: Editing
Program Area: State Services to Victims Fund (SSVF)
Grantee Organization: BaseLine Organization
Program Manager: Kristina Kirchhoff
Components
Preview | Submit
Name
Complete?
Last Edited
General Information 06/20/2012
Victims Served 06/20/2012
Narratives 06/20/2012
Training 06/20/2012
Attachments 06/20/2012
Goals and Measurable Objectives - New 06/20/2012
Missouri Department of Public Safety
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Every section should be marked Complete.
Click on Preview to review and print your report.
Once you are satisfied the information is correct, click Submit ...and you're finished!

Quarterly Report Due Dates

- Due **January 29, 2016** at 5:00 PM
  - Oct. 1, 2015 - Dec. 31, 2015 reporting period
- Due **April 29, 2016** at 5:00 PM
  - Jan. 1, 2016 - March 31, 2016 reporting period
- Due **July 29, 2016** at 5:00 PM
  - April 1, 2016 - June 30, 2016
- Due **October 31, 2016** at 5:00 PM
  - July 1, 2016 - Sept. 30, 2016
- Due January 2017
  - Oct. 1, 2016 - Dec. 31, 2016

Final Points

- A data tracking spreadsheet tool to be used for gathering individual-level data on Victim Assistance services that you agency provides with VOCA plus match funding has been added to the CVSU webpage along with the “subgrant award report”.
- The data tracking spreadsheet tool is optional for your agency to use. It is merely a tool to help track the data required for the subgrant award report.
- The “subgrant award report” is a mandatory report to be submitted through Webgrants.

Thank you

- CVSU understands this is challenging
- CVSU does not expect perfection as we make the transition to Quarterly Reporting
- CVSU is continuing to receive guidance from OVC on this new reporting model
- CVSU and subgrantees are transitioning to this new reporting model together
- If you have questions please contact your CVSU Program Representative